Previous

4

G. R. S. IX-5]

Previous references.

E.A. 43-14

File No. 71

1918.

(E.A. 9)

Serial Nos. 2 3

Later references.

p. 40 (5)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2 3

Part B for July 1919.

SUBJECT.

Inspection questions for the offices of the Amrut Mahal department.

To The Chief Commandant
" Supdt, Fort Printing
No 224-5/E.A.971/9 21-7-19

sanctions a set of

D. Dharmalingam
1-8-19.

W D 1250—GPB—30,000 - 28-1-19

G. R. S. 11] 1916.

GENERAL AND REVENUE SECRETARIAT.

(E. AG

NOTES.

File No. 71

FILE HEADING.

Forms for the inspection of the Office of the Supdt of the Amrit-mahal Dept and the Amrit mahal Daroga

From

The 6th Commandant, Mysore State Troops

No. 12374 Dated 4.6.1916 Received 6.6.1916

Diary No.	1695	Enclos. 2	Spare Copies.	Serial No. 2

BRIEF ABSTRACT OF LETTER.

Forwards forms for the inspection of the Office of the Supdt Amrit mahal Dept and Amrit-Mahal Darogas prepared by the late Supdt of the Amrit Mahal Dept.

NOTES AND ORDERS.

Only the 1st three questions, viz 6, 7 & 8 are new, the 2nd of the questions being those found in the Model questions framed & circulated by the Secrett.

2

NOTES—First Sheet.

GPB.-20,000—8-8-14

G. R. S. III-2]

General and Revenue Secretariat. | G.A.G. File No. 71 of 191 .

1695 . 2 / 3

Serial No.

2. In accordance with G. O. No G 25 240. 300 D&S 78.18.4 of the 8th May 1919 all old and unserviceable articles should be returned to the Stationery Depot for exchange for new ones. The following Sub question may be inserted in Question No 21

"(e) Are all old and unserviceable articles returned to the Stationery Depot and new ones obtained therefrom in exchange."

Unnecessary Hrn 26-6-19

3. The Office Manual of the Amrit Mahal Dept being a very modest one these Inspection Forms may be appended to it as in the case of the Manual of the Office of the Registrar of Co-operative Societies in Mysore

HK 17.6.1919

yes. draft Hrn 17-6-19

4. Draft G.O. is submitted

HK 18.6.1919

for favour of signing Hrn 18-6-19

Asst Branch)

Submitted. The substitution of the Govt

CBS CHIEF SECRETARIAT. II POLITICAL BRANCH. 19 JUN. 1919 DIARY NO. 21114

NOTE—Contn. sheet.

SECTION

2114.

4

G. R. S. III-2.

General and Revenue Secretariat.

E. A. & File No. 71 of 191

Serial No.

The supply of the new articles is subject to the condition of the old & unserviceable articles being returned. If new articles are desired, worn old ones must be returned. Hence the supplementing the insertion of the proposed question in para 2.

CMA 21.6.19

The question may be approved please

Bm 26.6.19

Chief Secy

In addition

Extraordinary Member

EM 19 Draft-6

EM 29/6/19

Bm 30-6-19

Draft approved by the Extraordinary Member

mad 8/7/19

Bm 9-7-19

3. To the Chief Commandant & Inspdt. Government Printing

No 224-5/E. A. & 71/2172

sanctioning inspection rules for the offices of the Asstt Mahal deptt.

NOTE—Contn. sheet

D.1695 5
(Vol 2

No. 12374
Encs 2

Office of the Chief Commandant,
Mysore State Troops,
Bangalore, dated ~~May~~ 4th June 1919.

GEN. & REV. SECRETARIAT
5 JUN 1919

From

Colonel. J.Desaraj Urs., C.I.E., M.V.O.,

Chief Commandant, Mysore State Troops, Bangalore.

71898 To

C.S. Balasundaram Iyer Esq., B.A.,

Chief Secretary to the Govt.of H.H. the Maharaja of Mysore, Bangalore.

E.A.G.
GEN. & REV. SECRETARIAT
VIII
AUDIT.
6 JUN 1919

Sir,

I have the honor to forward herewith Inspection questions framed by the late Superintendent Amrut Mahal Department for his and other offices subordinate to it in accordance with your letter No.71 E.A.G. dated 31st July 1916.

I have the honor to be,

Sir,

Your most obedient servant,

J Desaraj Urs
Colonel.
Chief Commandant,
Mysore State Troops.

N.R.

JDU

G.R.S. VI-71]

SUBJECT..... Forms for inspection of the Offices of the Amrut Mahal Dept.

Diary No. of letter replied to..... 1695-

General and Revenue Secretariat
(E.A.G)
, the 191 .

Date of issue..... 21-7-19
issued in print on 9-10-19

Signed by.. H. B.D.K.

Section E.A.8
File No. 71
Serial No. 3.

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read.—

Letter No.12374 dated the 4th June 1919 from the Chief Commandant, Mysore State Troops, submitting two lists of questions framed by the late Superintendent of the Amrut Mahal Department for the inspection of his office and the offices of the Amrut Mahal Darogas.

May this be

i Printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the press?

vi published in the Gazette Kannada part?

Order Thereon:— No. 224-5 / E.A.871 / 217/9

The lists of questions for the inspection of the offices of the Amrut Mahal Superintendent and the Amrut Mahal Darogas submitted by the Chief Commandant are approved ~~with a slight addition to~~ some slight revision

over.

7

~~to question No.21 in the list relating to the office of the Superintendent~~. A.77

The revised lists will be printed as appendices to the Manual of the Amrut Mahal Department.

2. The Superintendent of the Amrut Mahal Department will inspect his office and the offices of the Darogas twice a year between January and April, and July and October, and submit the inspection reports to the Chief Commandant, who will inspect the Superintendent's Office once a year and submit his report to Government.

3. Care should be taken that Inspection Minute Books are maintained in each of the offices in question.

4. Spare copies of the lists for use during inspections will ~~also~~ be printed by the Superintendent, Government Printing and supplied to the Chief Commandant and the Departmental officers on indent.

List of enclosures.

CSK 29/6.

Chief Secretary to Govt.

HMK 19.6.1919.

Hms 19.6.19

To

The Chief Commandant, M.S.Troops.

The Superintendent, Govt. Printing and Stationery with a copy of each of the lists of questions for action as directed in paragraph 4 of the Govt. order, in consultation with the ChiefCommandant.

Xmas 8.7.19.

Copied by

Examined by

By order,

Memo of questions for the inspection of the Amusuahal office

1. Name of inspecting officer - with designation.

2. Duration of inspection

(a) Date Commenced

(b) Date Concluded

3 Previous inspection

(a) Date

(b) Name of inspecting officer

I General.

4 (a) Is the office accommodation sufficient and suitable?

(b) Are the rooms and premises kept clean?

25 (a) Is an attendance register in use?

(b) Is the attendance regular?

(c) Who checks the register daily?

6.3 How many clerks are working in the office and what is the qualification of each?

Service Registers, lists of Establishments, etc.

7/4 Is an up-to-date list of the Establishment both clerical and menial maintained?

8/5 Is a record of the qualifications and services of the ministerial officers maintained up-to-date?

9/6(a) Is a Service register maintained for every permanent official and brought up-to-date?

(b) Are these registers arranged in order and kept in the record in a separate box?

(c) Who keeps the key of the box?

10(a)

10. (a) Is an office order book maintained?

(b) Are orders of leave, punishment, etc., regularly recorded and given effect to?

11. Is a register of applications for appointments maintained? and are selections made therefrom?

12. Are all appointments made in accordance with rules pertaining to the Department?

Distribution of work.

13 (a) Is a record of distribution of work among the several clerks in the office maintained?

(b) Is the work assigned to each official sufficient without being

being excessive?

11 11. Does each official maintain a diary and do the entries show sufficient work for each day?

Arrear lists.

12 15 (a) Does every official in the office prepare and submit once a month a list of references pending with him as required by Rule 14 of the General Rules of office Procedure?

(b) Are these lists consolidated by the ministerial head of the office and is a statement submitted by the 5th of the month following?

12 16 (a) Are these lists scrutinised carefully by the ministerial head of

12 13 monthly Does a list of arrears prepared & submitted by the 5th of the month succeed the one which relates?

of the office and reminders sent promptly where necessary?

(b) Are similar monthly — Statements called for from — subordinate offices, if any, and scrutinised before the 15th of the month following?

A Copy of the latest arrear list may be appended.

Reports and Returns

14

17. (a) Is a Statement of the periodical reports and returns due from the office prepared — and maintained up-to-date?

(b) Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein?

(c) Is it scrutinized monthly by the head of the office?
(Vide Rule 6 of the Efficiency Rules).

(d) How many and which returns were overdue at the time of inspection?

15
18. (a) Are all disposed of records promptly made over to the Record keeper duly arranged and stitched?

(b) What is the number of such records remaining to be sent to the record room?

Furniture list.

16
19. (a) Is a register of furniture maintained?

(b) Are all articles of furniture entered therein together with details as to the cost and date of purchase of each?

(c) Is the register Verified once every quarter and the result reported to the head of the office?

(d) Is a similar list maintained for tents?

Stationery and Forms.

20 (a) In whose custody is the office stationery?

(b) Are the stock and issue registers regularly maintained?

(c) Are they submitted monthly for the inspection of the officer in charge?

(d) Is a verification by stock-taking done once a year?

(e) Is a general indent book maintained for monthly issue

of Stationery?

18

21(a) Who keeps the Stock of forms?

(b) Where are they kept?

(c) Are they neatly arranged

(d) Are all receipts and issues noted in a register?

19

22. Is a register of periodical issue of Stationery maintained? Vide Rule 36 of the Stationery Rules.

File of Standing Orders.

20

23 (a) Is a Complete Set of the Standing orders of Government relating to the work of the office maintained?

(b) Are circular instructions received from superior authorities maintained in the office

office in separate files?

(c) Are these files complete and up-to-date?

(d) Is each provided with a table of Contents and, if bulky, also an index?

24. Is a similar file maintained of Circulars issued from the office?

Library

25. In whose charge is the office Library and where is it kept?

26. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

27. Is a catalogue of the office Library maintained up-to-date?

25 (10) 17

28. Are all books received into the Library correctly labelled and deposited in their appropriate places?

26

29. Are all correction slips inserted in their proper places in the Volumes of enactment, rules, etc.?

27

30. Are any Books issued without a receipt or lent to Strangers without the permission of the head of the office?

28

31. Is a monthly report of books removed and not returned submitted?

29

32. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement?

Tour

33. Is a definite programme drawn up and adhered to?

II Correspondence Registers.

34. Are the registers of inward and outward Correspondence properly maintained with cross references regularly marked?

35. (a) How many such registers are maintained?

(b) Are a peon book and Daffal book maintained?

36 (a). Are the registers written up neatly?

(b). Are the entries, Concise and clear?

37. Are all receipts classified in the manner laid down in Rule 9 of the Generality

Rules of office Procedure?

38 (a) Is there any delay in the fair-Copying and despatching of letters?

(b) Are all papers despatched invariably on the day they are signed or the following day?

A few issues may be examined with reference to the reference book, peon book and Tappal Book.

39. Is the issue register checked once a month by the ministerial head of the office?

40 Is an Amad register maintained to enter all Covers as they are received in the Branch?

20

41. Is a separate petition register maintained in the form prescribed by Rule 22 of the Petition Rules and does it show the method of disposal and the date and nature of endorsements granted?

42. Is there any abnormal delay in the disposal of petitions?

43. Is the half yearly return of petitions sent up regularly as required by Rule 24 of the Petition Rules?

44. Are all the registers periodically examined by the ministerial head of the office and signed by him in token of their inspection?

R. No provision in the Revised Rules

III Cash and Contingencies.

45. 41 Are all the following registers prescribed by Rule 48 of the General Rules of office procedure maintained? 2 48 Revised Rules

(1) Cash Book

(2) General Ledger or classified abstract of the monthly totals of the Cash Book.

(3) Contingent Register.

(4) Order book for Contingent charges.

(5) Acquittance Roll

46. (a) 42 What is the amount of permanent advance held by the office?

(b) Is an account of it correctly kept?

(c) What is the balance on hand?

(d) Is it forthcoming?

47. Is there any money on hand (43) awaiting remittance to the Treasury or payment to parties?

Details may be furnished.

48. Are there any long standing advances made out of the office imprest, awaiting adjustment? Details may be furnished.

49. (a) (45) Are all charges incurred on account of Contingencies entered in the Contingent register from day to day? Vide article 84 (133) of the Mysore Work Account Code. Mysore Account Code

(b) Are totals struck at the end of the month?

The necessity for any unusual charges may be scrutinised.

~~50~~ 46 Are all Contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

51. 47 Is the abstract Contingent bill drawn at the end of each month in the manner laid down in Article ~~83~~ 136(a) of the ~~Civil~~ Mysore Account Code and are the initials of the head of the office obtained?

Mysore Accounts Code?

~~52~~ 48 Is the expenditure kept within the budget grant?

53(a)

53(a) Are the Detailed Contingent Bills of each month submitted with Vouchers regularly by the 15th of the succeeding month as required by para 210 of the Imperial Treasury manual?

(b) Are all disallowances promptly recovered from the succeeding Contingent bills?

54(a) Are all salary bills prepared with reference to the Attendance Register, leave register, and office order book? 50

(b) Are drafts of the pay bills maintained?

55(a) Is an Acquittance Roll maintained? 51

(b)

25

(b) Are all Salaries drawn only disbursed and proper receipts taken therein?

(c) Is a Stamped receipt obtained for payment of over Rs 20/-?

(d) Is the register examined every month by the head of the office?

56. Are the bills and payments posted in the Cash book?

57. Is undisbursed pay— Short drawn invariably in the pay bill of the next month?

58. Is necessary Sanction obtained for drawing the pay or allowances of incumbants of appointments

53

5 Are the instructions contained in Govt Accounts Code observed as regards pay remaining unpaid?

appointments requiring sanction of the higher authorities?

59. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

60. Are drafts of the office travelling allowance bills maintained in a register?

61. Are pension applications prepared and submitted in time as required by ~~Art 55 Rule 2 Part 55 of the Mysore Account Code. Government order No. 76. 7215-55-S&A-484-08-1, Dated 7th May 1909?~~

62. How many cases are pending for a month and why?

Showing statement of pension cases have been received.

last pension quarterly-
may be reviewed.

IV Records.

63. The rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed — subject-wise or chronological, etc., may be briefly explained.

64 (a) Are all records sorted according to the prevailing system?

(b) If not what is the quantity of papers remaining to be sorted?

(c) What time is necessary

to complete their sorting?

65. (a) In whose charge are the records kept?

(b) Are records permitted to be removed without a substitute slip signed by the requisitioning official?

A list of the records taken out of the record room and outstanding for long periods may be given.

66. Have rules been framed for regulating the periodical destruction of unserviceable records and have all time-expired papers been eliminated according to such rules?

63

Miscellaneous.

67. Extent to which points noted for action at previous inspections have been attended to?

68. Any irregularities or informalities observed in the Course of inspection whether Connected with the printed questions or not and suggestions, if any, for improving the efficiency of the working of the office.

69. Has discipline been maintained?

H Hargreaves
Superintendent
Accountantial Department

Memo of questions for the inspection of Daroga's office.

1. Name of inspecting officer — with designation

2. Duration of inspection.
   (a) Date Commenced
   (b) Date Concluded

3. Previous inspection
   (a) Date
   (b) Name of inspecting officer.

General.

4 (a) Is the office accommodation sufficient and suitable?
(b) Are the rooms and premises kept clean?

5 (a) How many clerks are working and (b) What is the qualification of each?

6. Is an up-to-date list of the Establishment both clerical and Service Registers, etc.

and menial maintained?

7. Do a Service register maintained for every permanent official?

Distribution of work.

8. (a) Do a record of the distribution of work between the clerks maintained?

(b) Do the work assigned to each official sufficient without being excessive?

9. (i) Does each official maintain a diary?

(ii) Do the entries show sufficient work for each day?

Arrear lists

(10) Do a statement of arrear list submitted by the 5th of the following month?

A copy of the latest arrear list may be appended.

Reports and Returns.

11. (a) Do a statement of the periodical reports and returns due from the Range prepared and maintained up-to-date?

(b)

(b) Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein?

(c) Is it scrutinised monthly by the Daroga?

(d) How many and which returns were overdue at the time of inspection?

12. Are all disposed off records duly arranged and stitched?

Furniture list

13. (a) Is a register of furniture maintained?

(b) Are all articles of furniture entered therein?

(c) Is the register verified once every quarter and the result reported to the Head office?

Stationery and Forms

14. (a) In whose custody is the office stationery?

(b) Are the stock and issue registers

registers regularly maintained?

(c) Is a general indent book maintained for monthly issue of Stationery?

15. (a) Who keeps the stock of forms?
12

(b) Where are they kept?

(c) Are they neatly arranged?

(d) Are all issues and the receipts noted in a register?

16. Is a register of periodical
13
issue of Stationery maintained?

File of Standing orders

17. (a) Is a Complete Set of Stand-
14
ing orders of the Department—
maintained?

(b) Are circular instructions received from Superior authorities maintained in separate files?

(c) Are these files Complete and up-to-date?

(d) Is each provided with a—table of Contents and if bulky, also, with an index?

18. Is a similar file maintained of Circulars issued from the office?

Tour.

19. (a) Is a definite programme of tour drawn up and adhered to?

(b) Has the Daroga camped out the required number of days?

Correspondence Registers.

20. Are the registers of inward and outward correspondence properly maintained with cross-references regularly marked?

21. (a) How many such registers are maintained?

(b) Are a peon book and taffal book maintained?

22. (a) Are the registers written up neatly?

(b) Are the entries concise and clear?

23. Are all papers despatched invariably on the day they are signed or the following day?

A few issues may be examined with

with reference to the refer book, peon book and tappal book.

24. Is the issue register checked once a month by the Daroga?

25. Is an Amad Register maintained to enter all Covers as they are received in the office?

26. Is a separate petition register maintained and does it show the method of disposal and the date, and the nature of endorsements granted?

27. Is there any abnormal delay in the disposal of petitions?

28. Are all registers periodically examined by the Daroga and signed by him in token of their inspection? Cash Book, etc.

29. Is a cash book maintained and is a classified abstract of the monthly totals of it noted at the

the end of each month?

30. (a) What is the cash balance on hand?

(b) Is it forthcoming?

31. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.

32. Are nominal rolls prepared with reference to the attendance register, leave register, and office order book?

33. (a) Is an acquittance Roll maintained?

(b) Are all salaries drawn only disbursed and proper receipts taken therein?

(c) Is a stamped receipt obtained for payments of over Rs 20/-?

(d) Is the register examined every month by the Daroga?

(e)

(c) Are the bills and payments posted in the Cash book? 37

34. Do unobursed pay short-drawn invariably in the pay bill of the next month? 31

35. Do necessary sanction obtained for drawing the pay or allowances of incumbants of appointments requiring Sanction? 32

36. Are all sums drawn on Travelling Allowance bills obursed and acquittance taken? 33

37. Are drafts of the office Travelling Allowance bills maintained in a register? 34

38. The rules, if any, under which the records are arranged may be quoted Records 35

39. (a) Are all the records Sorted according to the prevailing System? 36

34. Are the instructions contained in art 97 of the Income Account code observed as regards pay remaining unobursed? 31

(b)

(b) If not what is the quantity of papers remaining to be sorted?

(c) What time is necessary to complete their sorting?

40. In whose charge are the records kept?

41. Have rules been framed for regulating the periodical destruction of unserviceable records and have all time expired papers been eliminated according to such rules?

42 (a) Has the Daroga maintained a pony?

(b) Has he branded all calves in March, September and December according to

to standing orders?

(c) Has he castrated all the male calves, with the exception of such as are intended for bulls in November last before they are 2 years old?

(d) Has he castrated the male calves of the following descriptions before they are six months old?
(jet black, pure red and leper)

(e) Has he mustered each herd in his charge at least once in two months?

(f) Has he inspected all the kavals in his charge at least once in six months?

(g) How long has he been in the Range

43. Has the Daroqa produced sufficient Security?

44.(a) What is amount of Security furnished by the Daroqa

(b) Is it in cash or in the Saving Bank deposit?

Miscellaneous.

45. Extent to which points noted for action at previous inspections have been attended to?

46. Any irregularities or informalities observed in the course of inspection whether connected with the printed questions or not and Suggestions, if any, for improving

improving the efficiency of the working of the office? 41.

47. Has discipline been 44.
maintained?

Superintendent
Amountmahal Department